

**Working
Capital
Funds**

| FUND | DEPARTMENT | DIVISION | ACTIVITY NO. |
|-----------------|------------|----------|--------------|
| Working Capital | | All | JA-JB-JC-JE |

WORKING CAPITAL FUND SUMMARY PAGE

| <u>Account Classification</u> | <u>Actual 1975</u> | <u>Budget 1976</u> | <u>Budget 1977</u> |
|-----------------------------------|------------------------|------------------------|------------------------|
| Personal Services | \$ 784,776 | \$ 881,747 | \$ 978,998 |
| Contractual Services | 624,828 | 629,669 | 785,346 |
| Commodities | 1,083,554 | 1,161,685 | 1,165,266 |
| Capital Outlay | 359,053 | 2,880 | -- |
| Add: Depreciation | 232,765 | 512,913 | 585,662 |
| Inventory | 85,935 | 150,000 | 150,000 |
| Transfer to Administrative Center | 24,925 | -- | -- |
| Administrative Charges | <u>31,462</u> | <u>31,462</u> | <u>31,462</u> |
| Sub-Total | \$3,227,298 | \$3,370,356 | \$3,696,734 |
| Reimbursed Expenditures | <u>(52,474)</u> | <u>(25,000)</u> | <u>(25,000)</u> |
| TOTAL | \$3,174,824 | \$3,345,356 | \$3,671,734 |

| <u>Division</u> | <u>Actual 1975</u> | <u>Budget 1976</u> | <u>Budget 1977</u> |
|---------------------------------|------------------------|------------------------|------------------------|
| Equipment Fund | \$1,010,638 | \$1,026,699 | \$1,111,243 |
| Stationery Stores & Duplicating | 451,756 | 600,483 | 614,949 |
| Official Motor Pool | 1,007,924 | 924,840 | 982,890 |
| Central Data Processing | <u>756,980</u> | <u>818,334</u> | <u>987,652</u> |
| Sub-Total | \$3,227,298 | \$3,370,356 | \$3,696,734 |
| Reimbursed Expenditures | <u>(52,474)</u> | <u>(25,000)</u> | <u>(25,000)</u> |
| TOTAL | \$3,174,824 | \$3,345,356 | \$3,671,734 |

| FUND | DEPARTMENT | DIVISION | ACTIVITY NO. |
|-----------------|--------------|----------------|--------------|
| Working Capital | Public Works | Equipment Fund | JAKU500 |

BUDGET COMMENTS

Equipment Maintenance is an intergovernmental service fund and as such uses revenue from rental charges to other divisions for financing their expenditures. All Maintenance Divisions, Traffic Engineering, Water Pollution Control, and Building Services vehicles and equipment are serviced by this section.

The 1977 adopted budget of \$1,104,243 is \$84,544 or 8.2% above the 1976 budget. Significant changes from 1976 and Capital Outlays are listed below.

Personal Services increased \$20,938 due to normal merit salary increases and the salary improvement.

Contractual Services decreased \$5,172 because it is projected that the cost of outside repair work will decrease in 1977, reflecting a decrease in Account 290.

Commodities increased \$49,718 due to anticipated price increases for gasoline and repair parts.

| ACCOUNT CLASSIFICATION | ACTUAL 1975 | BUDGET 1976 | BUDGET 1977 |
|--|------------------|--------------------|--------------------|
| PERSONAL SERVICES | | | |
| 110 Salaries & Wages | \$245,726 | \$276,461 | \$297,399 |
| 120 Employee Claims | -- | -- | -- |
| TOTAL PERSONAL SERVICES | \$245,726 | \$276,461 | \$297,399 |
| CONTRACTUAL SERVICES | | | |
| 210 Utilities | \$ -- | \$ -- | \$ -- |
| 220 Communications | 9 | -- | -- |
| 230 Transportation | 234 | -- | -- |
| 240 Advertising | 14 | -- | -- |
| 250 Insurance | 569 | 1,166 | 1,000 |
| 260 Dues and Subscriptions | 36 | 20 | 30 |
| 270 Professional Services | -- | -- | -- |
| 280 Maint. of Bldgs & Improvements | -- | -- | -- |
| 290 Maintenance of Equipment | 124,464 | 138,600 | 130,000 |
| 295 Other Contractual Services | 8,071 | 11,416 | 15,000 |
| TOTAL CONTRACTUAL SERVICES | \$133,397 | \$151,202 | \$146,030 |
| COMMODITIES | | | |
| 310 Office Supplies | \$ 2,013 | \$ 2,200 | \$ 2,200 |
| 320 Clothing and Linen | 550 | 350 | 500 |
| 330 Food, Drugs & Chemicals | 7 | -- | -- |
| 340 Opr. Supplies - Buildings & Improvements | 460 | 400 | 400 |
| 350 Repair Parts - Buildings & Improvements | 518 | 200 | 400 |
| 360 Operating Supplies - Equipment | 164,284 | 149,718 | 165,000 |
| 370 Repair Parts - Equipment | 210,030 | 137,077 | 169,163 |
| 380 Operating Supplies - Construction | 25 | -- | -- |
| 390 Minor Apparatus and Tools | 5,539 | 2,000 | 4,000 |
| 395 Other Commodities | -- | -- | -- |
| TOTAL COMMODITIES | \$383,426 | \$291,945 | \$341,663 |
| CAPITAL OUTLAY | | | |
| 410 Land | \$ -- | \$ -- | \$ -- |
| 420 Buildings | -- | -- | -- |
| 430 Improvements Other Than Bldgs. | -- | -- | -- |
| 440 Office Equipment | -- | -- | -- |
| 450 Vehicular Equipment | -- | -- | -- |
| 460 Operating Equipment | -- | 480 | -- |
| 470 Other Capital Outlay | -- | -- | -- |
| TOTAL CAPITAL OUTLAY | \$ -- | \$ 480 | \$ -- |
| SUB-TOTAL | \$762,549 | \$720,088 | \$785,092 |
| Add: Depreciation | \$230,354 | \$288,876 | \$308,416 |
| Administrative Charges | 17,735 | 17,735 | 17,735 |
| Less: Reimbursements | (22,742) | (7,000) | (7,000) |
| GRAND TOTAL | \$987,896 | \$1,019,699 | \$1,104,243 |

| | | | | |
|---|--------------|-------------------------------|-----|--------------|
| FUND | DEPARTMENT | DIVISION | | ACTIVITY NO. |
| Working Capital | Public Works | Equipment Fund | | JAKU 500 |
| WORK PROGRAM | | | | |
| It is the responsibility of this division to purchase, repair, and maintain equipment for the various operating divisions of the Public Works Department. | | | | |
| Personnel work in two shifts, five days a week and thus provide continuous maintenance service. Equipment in the fund in 1977 includes the following: | | | | |
| Cars, station wagons | 11 | Loaders | 12 | |
| Vans | 26 | Road Graders | 9 | |
| Pick-up trucks | 40 | Misc. Motorized equipment | 193 | |
| Trucks | 107 | Misc. Non-motorized equipment | 80 | |
| Tractors | 29 | | | |
| Cranes | 3 | Total Pieces of Equipment | 510 | |

| POSITION TITLE | EMPLOYEES | | | RANGE | BUDGET | BUDGET |
|----------------------------------|-----------|----------------|----------------|-----------|-----------|-----------|
| | 1975 | BUDGET 1976 | BUDGET 1977 | | 1976 | 1977 |
| Equipment Maintenance Supervisor | 1 | 1 | 1 | 1134-1508 | \$ 17,068 | \$ 18,092 |
| Chief Mechanic | 3 | 3 | 3 | 904-1134 | 38,510 | 40,819 |
| Administrative Aide II | 1 | 1 | 1 | 808-1071 | 11,845 | 12,856 |
| Automotive Mechanic | 12 | 12 | 12 | 808-1012 | 123,827 | 134,170 |
| Storekeeper III | 1 | 1 | 1 | 722-957 | 10,578 | 11,479 |
| Storekeeper II | 2 | 2 | 2 | 646-855 | 14,825 | 16,102 |
| Automotive Service Worker | 6 | 6 | 6 | 611-722 | 44,311 | 47,112 |
| Sub-Total | 26 | 26 | 26 | | \$260,964 | \$280,630 |
| Add: Longevity | | | | | 4,331 | 4,758 |
| Amounts Charged from BHKS 500 | | | | | 11,166 | 12,011 |
| TOTAL | | | | | \$276,461 | \$297,399 |
| Full-Time Equivalent | 26 | 26 | 26 | | | |
| First Quarter | | | | | | \$ 68,326 |
| Second Quarter | | | | | | 79,581 |
| Third Quarter | | | | | | 79,896 |
| Fourth Quarter | | | | | | 69,596 |
| TOTAL | | | | | | \$297,399 |

| FUND | DEPARTMENT | DIVISION | ACTIVITY NO. |
|--|----------------|---|---------------------|
| Working Capital | Administrator | Stationery Stores, Duplicating Graphics | JBGG501/ 502/503 |
| BUDGET COMMENTS | | | |
| <p>The 1977 budget of \$614,949 is \$14,466 above the 1976 adopted budget. Personal Services have increased \$4,272. The total salary of a Graphics Designer position in the Planning Department; and 1/2 of the salary of an Administrative Aide II and all of a Clerk II from the Purchasing Office are charged to this division.</p> <p>Contractual Services have increased by \$6.</p> <p>Commodities have increased \$10,200. This increase is almost entirely caused by increased operating supplies expense. The 385 account remains at the 1976 budgeted figure of \$300,000. Inventory remains at the same level.</p> | | | |
| ACCOUNT CLASSIFICATION | ACTUAL 1975 | BUDGET 1976 | BUDGET 1977 |
| PERSONAL SERVICES | | | |
| 110 Salaries & Wages | \$ 46,100 | \$ 58,829 | \$ 63,101 |
| 120 Employee Claims | -- | -- | -- |
| TOTAL PERSONAL SERVICES | \$ 46,100 | \$ 58,829 | \$ 63,101 |
| CONTRACTUAL SERVICES | | | |
| 210 Utilities | \$ -- | \$ -- | \$ -- |
| 220 Communications | 202 | 336 | 336 |
| 230 Transportation | 132 | 95 | 95 |
| 240 Advertising | -- | 15 | 15 |
| 250 Insurance | -- | -- | -- |
| 260 Dues and Subscriptions | -- | -- | -- |
| 270 Professional Services | -- | -- | -- |
| 280 Maint. of Bldgs & Improvements | 1,040 | -- | -- |
| 290 Maintenance of Equipment | 1,185 | 2,290 | 2,290 |
| 295 Other Contractual Services | -- | 238 | 232 |
| TOTAL CONTRACTUAL SERVICES | \$ 2,559 | \$ 2,974 | \$ 2,968 |
| COMMODITIES | | | |
| 310 Office Supplies | \$ 1,632 | \$ 1,550 | \$ 1,750 |
| 320 Clothing and Linen | 277 | 365 | 365 |
| 330 Food, Drugs & Chemicals | -- | -- | -- |
| 340 Opr. Supplies - Buildings & Improvements | -- | -- | -- |
| 350 Repair Parts - Buildings & Improvements | -- | -- | -- |
| 360 Operating Supplies - Equipment | 86,023 | 80,750 | 90,750 |
| 370 Repair Parts - Equipment | -- | 300 | 300 |
| 385 Clearing Account | 223,408 | 300,000 | 300,000 |
| 390 Minor Apparatus and Tools | 21 | 25 | 25 |
| 395 Other Commodities | -- | -- | -- |
| TOTAL COMMODITIES | \$311,361 | \$382,990 | \$393,190 |
| CAPITAL OUTLAY | | | |
| 410 Land | \$ -- | \$ -- | \$ -- |
| 420 Buildings | -- | -- | -- |
| 430 Improvements Other Than Bldgs. | -- | -- | -- |
| 440 Office Equipment | -- | -- | -- |
| 450 Vehicular Equipment | -- | -- | -- |
| 460 Operating Equipment | -- | -- | -- |
| 470 Other Capital Outlay | -- | -- | -- |
| TOTAL CAPITAL OUTLAY | \$ -- | \$ -- | \$ -- |
| SUB-TOTAL | \$360,020 | \$444,793 | \$459,259 |
| Add: Capital Outlay Depreciation | 2,411 | 2,300 | 2,300 |
| 480 Inventory - Supplies | 85,935 | 150,000 | 150,000 |
| Administrative Charges | 3,390 | 3,390 | 3,390 |
| GRAND TOTAL | \$451,756 | \$600,483 | \$614,949 |

| FUND | DEPARTMENT | DIVISION | ACTIVITY NO. |
|-----------------|----------------|---|-----------------|
| Working Capital | Administration | Stationery Stores Duplicating/Graphics | JBGG501/502/503 |

WORK PROGRAM

This service is operated and administered by the Department of Administration, Purchasing Division. The service is self-sustaining in that the expense of the operation is billed indirectly to departments serviced. The goal of Stationery Stores and Duplicating is to provide all departments with office supplies, duplicating, and graphics services at an economical cost.

This Division is also responsible for production of photo identification cards for all City employees.

| POSITION TITLE | EMPLOYEES | | | RANGE | BUDGET | BUDGET |
|------------------------------|-----------|----------------|----------------|----------|---------------|---------------|
| | 1975 | BUDGET 1976 | BUDGET 1977 | | 1976 | 1977 |
| Duplicating Shop Supervisor | 1 | 1 | 1 | 808-1071 | \$ 12,128 | \$ 12,856 |
| Duplicating Machine Operator | 2 | 2 | 2 | 578-764 | 15,414 | 16,559 |
| Vari-Typist | <u>1</u> | <u>1</u> | <u>1</u> | 517-683 | <u>6,542</u> | <u>6,481</u> |
| Sub-Total | 4 | 4 | 4 | | \$ 34,084 | \$ 35,896 |
| Add: Longevity | | | | | 259 | 348 |
| Amount Charged from: | | | | | | |
| AAGG 500 | | | | | 12,924 | 13,807 |
| NHMA 500 | | | | | <u>11,562</u> | <u>13,050</u> |
| Total | | | | | \$ 58,829 | \$ 63,101 |
| Full-Time Equivalent | 4 | 4 | 4 | | | |
| First Quarter | | | | | | \$ 14,450 |
| Second Quarter | | | | | | 16,974 |
| Third Quarter | | | | | | 16,974 |
| Fourth Quarter | | | | | | <u>14,703</u> |
| Total | | | | | | \$ 63,101 |

| FUND | DEPARTMENT | DIVISION | ACTIVITY NO. | | | | | | | | | | | | | | | | | | | | |
|--|----------------|---------------------|----------------|--|----------------|----------------|----------------|--------|--------|--------|---------|--------|---------|---------|---------|-------|---------|---------|---------|--|---------|---------|---------|
| Working Capital | Police | Official Motor Pool | JCJP 500 | | | | | | | | | | | | | | | | | | | | |
| <p align="center">BUDGET COMMENTS</p> <p>The 1977 budget of \$964,890 reflects an increase of \$58,050 above the 1976 budget of \$906,840. Personal Services increased \$14,528 due to merit increases of \$1,908 and \$12,620 for the salary improvement. Contractual Services increased \$24,050 due to budgeting for rent although the estimated requirement for maintenance of equipment was reduced by \$11,000. The decrease of \$31,337 for commodities results from the transfer of 12 engineering vehicles to the equipment fund and purchase of gasoline at transport prices. The amount allocated for vehicle replacement reflects an increase of \$53,209 to allow for price increases and due to the amount allocated for 1976 being inadequate.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| <p align="center">SOURCES OF REVENUE</p> <table> <tr> <th></th><th>Actual 1975</th><th>Budget 1976</th><th>Budget 1977</th></tr> <tr> <td>Health</td><td>99,719</td><td>98,700</td><td>103,740</td></tr> <tr> <td>Police</td><td>632,820</td><td>692,460</td><td>741,120</td></tr> <tr> <td>Other</td><td>134,850</td><td>115,680</td><td>120,030</td></tr> <tr> <td></td><td>867,389</td><td>906,840</td><td>964,890</td></tr> </table> | | | | | Actual 1975 | Budget 1976 | Budget 1977 | Health | 99,719 | 98,700 | 103,740 | Police | 632,820 | 692,460 | 741,120 | Other | 134,850 | 115,680 | 120,030 | | 867,389 | 906,840 | 964,890 |
| | Actual 1975 | Budget 1976 | Budget 1977 | | | | | | | | | | | | | | | | | | | | |
| Health | 99,719 | 98,700 | 103,740 | | | | | | | | | | | | | | | | | | | | |
| Police | 632,820 | 692,460 | 741,120 | | | | | | | | | | | | | | | | | | | | |
| Other | 134,850 | 115,680 | 120,030 | | | | | | | | | | | | | | | | | | | | |
| | 867,389 | 906,840 | 964,890 | | | | | | | | | | | | | | | | | | | | |
| ACCOUNT CLASSIFICATION | ACTUAL 1975 | BUDGET 1976 | BUDGET 1977 | | | | | | | | | | | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | | | | | | | | | | | | | | |
| 110 Salaries & Wages | \$191,575 | \$208,406 | \$222,934 | | | | | | | | | | | | | | | | | | | | |
| 120 Employee Claims | -- | -- | -- | | | | | | | | | | | | | | | | | | | | |
| TOTAL PERSONAL SERVICES | \$191,575 | \$208,406 | \$222,934 | | | | | | | | | | | | | | | | | | | | |
| CONTRACTUAL SERVICES | | | | | | | | | | | | | | | | | | | | | | | |
| 210 Utilities | \$ 9,956 | \$ 13,500 | \$ 16,860 | | | | | | | | | | | | | | | | | | | | |
| 220 Communications | 507 | 1,000 | 800 | | | | | | | | | | | | | | | | | | | | |
| 230 Transportation | -- | 400 | 600 | | | | | | | | | | | | | | | | | | | | |
| 240 Advertising | 119 | 200 | 200 | | | | | | | | | | | | | | | | | | | | |
| 250 Insurance | 824 | 2,060 | 1,200 | | | | | | | | | | | | | | | | | | | | |
| 260 Dues and Subscriptions | 46 | 50 | 100 | | | | | | | | | | | | | | | | | | | | |
| 270 Professional Services | 71 | -- | -- | | | | | | | | | | | | | | | | | | | | |
| 280 Maint. of Bldgs & Improvements | 5,422 | 1,000 | 500 | | | | | | | | | | | | | | | | | | | | |
| 290 Maintenance of Equipment | 40,262 | 34,000 | 21,000 | | | | | | | | | | | | | | | | | | | | |
| 295 Other Contractual Services | 37,317 | -- | 35,000 | | | | | | | | | | | | | | | | | | | | |
| TOTAL CONTRACTUAL SERVICES | \$ 94,524 | \$ 52,210 | \$ 76,260 | | | | | | | | | | | | | | | | | | | | |
| COMMODITIES | | | | | | | | | | | | | | | | | | | | | | | |
| 310 Office Supplies | \$ 1,236 | \$ 1,400 | \$ 2,000 | | | | | | | | | | | | | | | | | | | | |
| 320 Clothing and Linen | 2,357 | 2,250 | 2,100 | | | | | | | | | | | | | | | | | | | | |
| 330 Food, Drugs & Chemicals | 149 | -- | -- | | | | | | | | | | | | | | | | | | | | |
| 340 Opr. Supplies - Buildings & Improvements | 349 | 1,100 | 100 | | | | | | | | | | | | | | | | | | | | |
| 350 Repair Parts - Buildings & Improvements | 2,278 | 1,000 | 300 | | | | | | | | | | | | | | | | | | | | |
| 360 Operating Supplies - Equipment | 313,126 | 382,500 | 351,763 | | | | | | | | | | | | | | | | | | | | |
| 370 Repair Parts - Equipment | 31,500 | 39,000 | 39,000 | | | | | | | | | | | | | | | | | | | | |
| 380 Operating Supplies - Construction | -- | -- | -- | | | | | | | | | | | | | | | | | | | | |
| 390 Minor Apparatus and Tools | 1,440 | 2,500 | 3,150 | | | | | | | | | | | | | | | | | | | | |
| 395 Other Commodities | -- | -- | -- | | | | | | | | | | | | | | | | | | | | |
| TOTAL COMMODITIES | \$352,435 | \$429,750 | \$398,413 | | | | | | | | | | | | | | | | | | | | |
| CAPITAL OUTLAY | | | | | | | | | | | | | | | | | | | | | | | |
| 410 Land | \$ -- | \$ -- | \$ -- | | | | | | | | | | | | | | | | | | | | |
| 420 Buildings | 8,334 | -- | -- | | | | | | | | | | | | | | | | | | | | |
| 430 Improvements Other Than Bldgs. | 730 | -- | -- | | | | | | | | | | | | | | | | | | | | |
| 440 Office Equipment | -- | -- | -- | | | | | | | | | | | | | | | | | | | | |
| 450 Vehicular Equipment | 330,764 | -- | -- | | | | | | | | | | | | | | | | | | | | |
| 460 Operating Equipment | 18,425 | 2,400 | -- | | | | | | | | | | | | | | | | | | | | |
| 470 Other Capital Outlay | 800 | -- | -- | | | | | | | | | | | | | | | | | | | | |
| TOTAL CAPITAL OUTLAY | \$359,053 | \$ 2,400 | \$ -- | | | | | | | | | | | | | | | | | | | | |
| SUB-TOTAL | \$997,587 | \$692,766 | \$697,607 | | | | | | | | | | | | | | | | | | | | |
| ADD: Administrative Charges | \$ 10,337 | \$ 10,337 | \$ 10,337 | | | | | | | | | | | | | | | | | | | | |
| Depreciation | -- | 221,737 | 274,946 | | | | | | | | | | | | | | | | | | | | |
| Less: Reimbursements | (29,682) | (18,000) | (18,000) | | | | | | | | | | | | | | | | | | | | |
| GRAND TOTAL | \$978,242 | \$906,840 | \$964,890 | | | | | | | | | | | | | | | | | | | | |

| FUND | DEPARTMENT | DIVISION | ACTIVITY NO. |
|-----------------|------------|---------------------|--------------|
| Working Capital | Police | Official Motor Pool | JCJP 500 |

WORK PROGRAM

The Official Motor Pool is responsible for the maintenance, servicing and scheduling of replacements for all City vehicles within its jurisdiction. Included are 157 Police vehicles, 66 Health Department vehicles and 85 vehicles assigned to various other Department and Divisions for a total of 308 vehicles. This fleet of 308 vehicles is composed of 268 autos, 7 pickups, 15 vans, 16 3-W cycles, and 1 bus, and 1 2-W scooter.

As a result of being responsible for Police Vehicles, it is necessary that fueling and minor servicing be provided 24 hours per day every day of the year.

Expenditures incurred in the operation of the Motor Pool are reimbursed by rental charges made to departments for use of these vehicles.

| POSITION TITLE | EMPLOYEES | | | RANGE | BUDGET | BUDGET |
|----------------------------|-----------|----------------|----------------|----------|--------------|--------------|
| | 1975 | BUDGET 1976 | BUDGET 1977 | | 1976 | 1977 |
| Chief Mechanic | 1 | 1 | 1 | 904-1134 | \$ 12,836 | \$ 13,606 |
| Automotive Mechanic | 6 | 6 | 6 | 808-1012 | 66,903 | 72,138 |
| Automotive Mechanic Helper | 7 | 7 | 7 | 683-808 | 61,040 | 64,482 |
| Automotive Service Worker | 1 | 1 | 1 | 611-722 | 7,343 | 8,194 |
| Clerk II | <u>1</u> | <u>1</u> | <u>1</u> | 517-683 | <u>7,730</u> | <u>8,194</u> |
| | | | | | 155,852 | 166,614 |
| ADD: Longevity | | | | | <u>2,970</u> | <u>2,685</u> |
| SUB TOTAL | 16 | 16 | 16 | | \$158,822 | \$ 169,299 |
| ADD: Amount Charged from | | | | | | |
| AAJS | | | | | 43,784 | 47,835 |
| PJLA | | | | | 4,200 | 4,200 |
| OVERTIME | | | | | <u>1,600</u> | <u>1,600</u> |
| TOTAL | 16 | 16 | 16 | | \$208,406 | \$ 222,934 |

| FUND | DEPARTMENT | DIVISION | ACTIVITY NO. |
|-----------------|----------------|-------------------------|--------------|
| Working Capital | Administration | Central Data Processing | JEGC500 |

BUDGET COMMENTS

The 1977 budget for Central Data Processing Services is \$987,652. Personal Services have increased \$57,513 over the 1976 budget. The bulk of this increase results from the addition of three positions, one Senior Programmer and two Programmers.

Contractual Services have increased \$136,805. The expense for rental of computer equipment has increased \$139,511. Part of this expense is related to increased rental for existing equipment and part is due to rental of additional equipment.

Commodities reflect a decrease of \$25,000 due to a reduction in expenditures for office supplies.

No Capital Outlay is budgeted in 1977 for this division.

| ACCOUNT CLASSIFICATION | ACTUAL 1975 | BUDGET 1976 | BUDGET 1977 |
|--|----------------|----------------|----------------|
| PERSONAL SERVICES | | | |
| 110 Salaries & Wages | \$301,375 | \$338,051 | \$395,564 |
| 120 Employee Claims | -- | -- | -- |
| TOTAL PERSONAL SERVICES | \$301,375 | \$338,051 | \$395,564 |
| CONTRACTUAL SERVICES | | | |
| 210 Utilities | \$ -- | -- | -- |
| 220 Communications | 4,572 | \$ 8,226 | \$ 5,500 |
| 230 Transportation | 1,971 | 6,325 | 6,325 |
| 240 Advertising | 40 | 125 | 50 |
| 250 Insurance | -- | -- | -- |
| 260 Dues and Subscriptions | 382 | 480 | 450 |
| 270 Professional Services | -- | -- | -- |
| 280 Maint. of Bldgs & Improvements | -- | -- | -- |
| 290 Maintenance of Equipment | 441 | 575 | 700 |
| 295 Other Contractual Services | 386,942 | 407,552 | 547,063 |
| TOTAL CONTRACTUAL SERVICES | \$394,348 | \$423,283 | \$560,088 |
| COMMODITIES | | | |
| 310 Office Supplies | \$ 36,332 | \$ 57,000 | \$ 32,000 |
| 320 Clothing and Linen | -- | -- | -- |
| 330 Food, Drugs & Chemicals | -- | -- | -- |
| 340 Opr. Supplies - Buildings & Improvements | -- | -- | -- |
| 350 Repair Parts - Buildings & Improvements | -- | -- | -- |
| 360 Operating Supplies - Equipment | -- | -- | -- |
| 370 Repair Parts - Equipment | -- | -- | -- |
| 380 Operating Supplies - Construction | -- | -- | -- |
| 390 Minor Apparatus and Tools | -- | -- | -- |
| 395 Other Commodities | -- | -- | -- |
| TOTAL COMMODITIES | \$ 36,332 | \$ 57,000 | \$ 32,000 |
| CAPITAL OUTLAY | \$ | | |
| 410 Land | \$ -- | \$ -- | \$ -- |
| 420 Buildings | -- | -- | -- |
| 430 Improvements Other Than Bldgs. | -- | -- | -- |
| 440 Office Equipment | -- | -- | -- |
| 450 Vehicular Equipment | -- | -- | -- |
| 460 Operating Equipment | -- | -- | -- |
| 470 Other Capital Outlay | -- | -- | -- |
| TOTAL CAPITAL OUTLAY | \$ -- | \$ -- | \$ -- |
| SUB-TOTAL | \$732,055 | \$818,334 | \$987,652 |
| Add: 530 Transfer to Administrative Center | \$ 24,925 | \$ -- | \$ -- |
| Less: Reimbursements | (50) | -- | -- |
| GRAND TOTAL | \$756,930 | \$818,334 | \$987,652 |

| FUND | DEPARTMENT | DIVISION | ACTIVITY NO. |
|-----------------|----------------|-------------------------|--------------|
| Working Capital | Administration | Central Data Processing | JEGC500 |

WORK PROGRAM

The Central Data Processing Division's responsibility is to provide City departments with a data base that will provide information required by all levels of management to assist in their decision-making processes. It also provides information useful for planning purposes and eliminates duplicate recording and reporting data.

In July of 1972 a new IBM 370-155 Central Processing Unit and 3330 Disk Storage Facility Unit was purchased with general obligation bonds. The new IBM equipment has considerably more power, is approximately three times faster, and has the ability to adapt multiple teleprocessing and business applications without a significant decrease in teleprocessing inquiry time or loss of batch processing. The Police Department management information system, leader system, and the Water Department utility billing system are the first applications placed on the new system in the teleprocessing mode. The new computer system should be large enough to handle the City's needs for a number of years.

| POSITION TITLE | EMPLOYEES | | | RANGE | BUDGET | BUDGET |
|---------------------------------|-----------|----------------|----------------|-----------|-----------|-----------|
| | 1975 | BUDGET 1976 | BUDGET 1977 | | 1976 | 1977 |
| Data Processing Director | 1 | 1 | 1 | 1424-2008 | \$ 22,107 | \$ 23,552 |
| Systems Analyst | 4 | 4 | 5 | 1200-1596 | 66,590 | 85,127 |
| Computer Programming Supervisor | 1 | 1 | 1 | 1134-1508 | 17,068 | 18,092 |
| Senior Programmer | 5 | 5 | 5 | 1012-1345 | 68,344 | 72,019 |
| Computer Operations Supervisor | 1 | 1 | 1 | 904-1200 | 13,587 | 14,402 |
| Programmer | 2 | 2 | 4 | 855-1134 | 24,147 | 46,846 |
| Computer Programmer Operator | 3 | 3 | 3 | 722-1012 | 26,982 | 29,514 |
| Computer Machine Operator II | 3 | 3 | 3 | 683-904 | 27,591 | 30,309 |
| Computer Machine Operator I | 2 | 2 | 2 | 646-855 | 15,938 | 17,867 |
| Secretary | 1 | 1 | 1 | 611-855 | 8,319 | 9,327 |
| Keypunch Operator II | 1 | 1 | 1 | 549-722 | 8,174 | 8,665 |
| Keypunch Operator I | 5 | 5 | 5 | 517-683 | 36,730 | 37,295 |
| Sub-Total | 29 | 29 | 32 | | \$335,577 | \$393,015 |
| Add: Longevity | | | | | 2,474 | 2,549 |
| Total | | | | | \$338,051 | \$395,564 |
| Full-Time Equivalent | 29 | 29 | 32 | | | |
| First Quarter | | | | | | \$ 89,793 |
| Second Quarter | | | | | | 106,011 |
| Third Quarter | | | | | | 107,198 |
| Fourth Quarter | | | | | | 92,562 |
| Total | | | | | | \$395,564 |

